

## PAST PERFORMANCE SURVEY QUESTIONNAIRE

### I. CONTRACT IDENTIFICATION

A. CONTRACTOR \_\_\_\_\_

B. CONTRACT NUMBER \_\_\_\_\_

C. CONTRACT TYPE \_\_\_\_\_

COMPETITIVE ( ) YES ( ) NO

FOLLOW-ON ( ) YES ( ) NO

D. PERIOD OF PERFORMANCE \_\_\_\_\_

ESTIMATED  
COST

FEE

TOTAL  
VALUE

E. INITIAL CONTRACT COST \_\_\_\_\_

F. CURRENT CONTRACT COST \_\_\_\_\_

G. PRODUCT DESCRIPTION  
AND/OR SERVICE PROVIDED:

### II. AGENCY IDENTIFICATION

A. NAME \_\_\_\_\_

B. DESCRIPTION \_\_\_\_\_

C. GEOGRAPHIC DISTRIBUTION OF SERVICES UNDER THIS CONTRACT  
I.E. LOCAL, NATIONWIDE, WORLDWIDE

D. NUMBER OF LOCATIONS SERVICED BY THIS CONTRACT \_\_\_\_\_

### III. EVALUATION

#### A. PERFORMANCE HISTORY

1. To what extent did the contractor adhere to contract delivery schedules?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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2. To what extent did the contractor submit required reports and documentation in a timely manner?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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3. To what extent were the contractor's reports and documentation accurate and complete?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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4. To what extent was the contractor able to solve contract performance problems without extensive guidance from government counterparts?

Considerably successful \_\_\_\_\_

Generally successful \_\_\_\_\_

Little success \_\_\_\_\_

No success \_\_\_\_\_

Comment: \_\_\_\_\_

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5. To what extent did the contractor display initiative in meeting requirements?

Displayed considerable initiative \_\_\_\_\_

Displayed some initiative \_\_\_\_\_

Displayed little initiative \_\_\_\_\_

Displayed no initiative \_\_\_\_\_

Comment: \_\_\_\_\_

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6. Did the contractor commit adequate resources in timely fashion to the contract to meet the requirement and to successfully solve problems?

Provided abundant resources \_\_\_\_\_

Provided sufficient resources \_\_\_\_\_

Provided minimal resources \_\_\_\_\_

Provided insufficient resources \_\_\_\_\_

Comment: \_\_\_\_\_

7. To what extent did the contractor submit change orders and other required proposals in a timely manner?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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8. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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9. To what extent was the contractor's problem tracking/reporting documentation timely, accurate and or appropriate content?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

10. To what extent was the contractor effective in interfacing with the Government's staff?

Extremely effective \_\_\_\_\_

Generally effective \_\_\_\_\_

Generally ineffective \_\_\_\_\_

Extremely ineffective \_\_\_\_\_

Comment: \_\_\_\_\_

#### B. TERMINATION HISTORY

11. Has this contract been partially or completely terminated for default or convenience?

\_\_\_\_\_ Yes \_\_\_\_\_ Default \_\_\_\_\_ Convenience

\_\_\_\_\_ No

If yes, explain (e.g., inability to meet cost, performance, or delivery schedule). \_\_\_\_\_

12. Are there any pending terminations?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain and indicate the status. \_\_\_\_\_

### C. EXPERIENCE HISTORY

13. How effective has the contractor been in identifying user requirements?

Extremely effective \_\_\_\_\_

Generally effective \_\_\_\_\_

Generally ineffective \_\_\_\_\_

Extremely ineffective \_\_\_\_\_

Comment: \_\_\_\_\_

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14. To what extent did the contractor coordinate, integrate, and provide for effective subcontractor management?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

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15. To what extent did the contractor provide timely technical assistance, both on-site and off-site, when responding to problems encountered in the field?

Considerably surpassed minimum requirements \_\_\_\_\_

Exceeded minimum requirements \_\_\_\_\_

Met minimum requirements \_\_\_\_\_

Less than minimum requirements \_\_\_\_\_

Comment: \_\_\_\_\_

D. COST MANAGEMENT

16. To what extent did the contractor meet the proposed cost estimates?

Less than estimated cost \_\_\_\_\_

Comparatively equal to estimate \_\_\_\_\_

Exceeded the costs \_\_\_\_\_

Considerably surpassed estimate \_\_\_\_\_

Comment: \_\_\_\_\_

NARRATIVE SUMMARY

Use this section to explain additional information not included above.

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Printed Name of Person Completing Questionnaire

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company Affiliation/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Completed